

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Business Management Analyst Position Number: 54126071

Location: Helena

Department: Transportation Division and Bureau: Rail, Transit, & Planning

Job Overview: *Refer to the instructions and training section for more information.*

This position reports to the Division Administrator as the principle advisor to the Administrator for regulatory compliance, policy, and business process development and implementation activities. The position is responsible for the strategic development and administration of diverse programs within the Agency and Division. The position plans, develops, directs, manages, and coordinates process and implementation activities associated with state and federal planning; policy; asset management requirements to ensure compliance with regulations and standard operating procedures while ensuring efficient operations and processes. The position also conducts agency-wide Federal policy analysis and initiatives. The position reports to the Division Administrator and advises the Division managers.

Essential Functions (Major Duties or Responsibilities):

A job usually has three to five major duties. List major duties in order of importance. Refer to the instructions and training section for more information.

A. Policy, Business Process, and Program Development 80%

1. Formulate, develop, and implement Division policies and procedures to ensure that program operations and services are efficient and effective in meeting performance goals. This involves research and assessment of professional standards and industry developments, assessing past project experience and management input, and developing new standards based on input from a broad range of MDT, FHWA, and other specialists.
2. Document key business processes and apply business process analysis techniques to determine deficiencies and business process improvement recommendations for senior management. Develop business requirements for new processes.

3. Analyzes and evaluates current business processes and methodologies against current laws policies and requirements and evaluates new technologies, changing transportation planning needs, and reporting requirements to determine the need for new methods or the revision of existing practices. Develops new research, analysis, and modeling methods, tools, and procedures to conform to contemporary standards and promote innovation within Montana's transportation planning system.
4. Continually monitor, analyze and evaluate state, federal and Department processes and requirements to identify and make recommendations to the Administrator on necessary program or procedure changes to ensure compliance with state and federal regulations. This includes facilitating and soliciting input from Division and/or other agency staff, documenting and implementing changes upon approval. May monitor local processes and make recommendations for MDT process changes for improved program efficiency/consistency with local processes.
5. Manages and reviews preparation of administrative rules, comments to federal and state rulemaking processes, legislative and congressional proposals, commission policies, and department policies and processes. Communicates regulatory information throughout the agency and ensures information is interpreted correctly.
6. Monitors and analyzes the activities and new policies established by local, state and federal governments. provides summaries of the proposed or passed legislation, notes how it affects the agency and develops coordinated agency responses to the legislation. Manages implementation of new or existing federal requirements.
7. Provides quality assurance and control oversight for Division programs and operations to ensure compliance with state and federal requirements; appropriate and accurate interpretations of requirements and processes; promote operational efficiency and cost-effectiveness; and ensure effective integration of multiple and sometimes conflicting in program needs and priorities. This involves analyzing program performance measurements, goals, and outcomes; identifies deficiencies and opportunities; and coordinating with Division managers to develop and implement program improvements
8. Advise the Administrator, and communicate information to Division Managers, other agency staff, local government officials, public interests, and others on developments affecting the state transportation system and related issues, problems, opportunities, and available options to promote cooperation and coordination in the successful and appropriate implementation of transportation system programs, initiatives, and improvements. Research specific issues and problems, develop the evidence for recommendations, and provide technical consultation and advice as requested
9. Develops, presents, and justifies strategic policy and program recommendations to the department management team related to transportation planning and policy issues. This involves analysis of planning, policy, environmental, engineering, safety, economic, technology, and related issues; business process models and requirements with the Division and Department; applicable state and federal regulations; and developing viable plans and program initiatives.
10. Research and monitor emerging issues, strategic issues, and opportunities related to Federal aid funding and policy to identify opportunities for bringing Federal and private funding resources to the state, preserving the State's investment in the transportation system, and ensuring State resources are efficiently used, free of unnecessary Federal regulation.
11. Resolves complex operational and administrative problems encountered by Division Bureau Chiefs, program managers, and staff. For example: Complex Operational and Administrative problems involving personnel issues, budgetary problems, and management system problems. Integrates

- program plans with broader Division objectives, develops and assesses viable alternatives, and ensures consistent application of Division policies and procedures within various program functions
12. Negotiate with federal officials, MDT management, and organizations that are impacted by Federal funding distributions, regulations, and interpretations to facilitate the achievement of MDT objectives, protect the state transportation system, and to resolve complex operational and administrative problems. This includes consultation, defense, and negotiation with other governmental agencies or public entities; developing public policy strategies and media defenses; and making effective legislation or administrative rule recommendations to reflect policy changes and/or coalition objectives. Integrate MDT plans with broader national objectives, develop and assess viable alternatives, and ensure consistent application of MDT and federal aid highway program policies and procedures within various program functions.
 13. Direct the research and evaluation of policy, alternative funding distribution strategies, regulatory, and other federal-aid highway program initiatives and issues to formulate agency position and response recommendations. Determine data requirements and analysis methodologies; direct report development; and verify results to ensure credibility and accuracy. Interpret and apply funding formulas, political processes and sensitivities, and data sources and trends to develop politically and technically defensible strategies that advance state benefits
 14. Develops, recommends, and evaluates legislative proposals to ensure an effective transportation system for the safety of the traveling public and that regulatory requirements or proposals are communicated and interpreted correctly. This includes identifying current legal barriers to delivery of an effective transportation system; proposals or approaches that may conflict with existing requirements or statutes. Recommends legislative changes, to division management, monitor legislation that could potentially affect division operations, provide or prepare testimony or documentation in support or opposition to legislation, and providing recommendations to division management on potential fiscal or operational impacts of legislative proposals.
 15. Research, analyze, and prepare responses to legislative, congressional, commission or executive management requests. Present results and recommendations to relevant party.
 16. Research, analyze, and compile legislative position papers, testimony, impact statements and fiscal notes.
 17. Stay current in emerging planning applications, networking, technology, trend, rules and legislation. Present findings and/or recommendations to the Division Administrator. Plan for and implement these processes, applications or technologies.
 18. Direct the preparation of studies, summaries, research, and special reports related to regulatory, policy, and funding projects and issues to ensure that sound judgment and research practices are utilized in reports and recommendations. Provide professional expertise and information to planners, consultants, and management on transportation planning, funding, and policy issues. This involves meeting with planning and project teams to organize project direction, goals, and priorities; analyzing research data at each phase of project development; and writing and distributing findings including conclusions and a recommended course of action
 19. Provide direction and professional level planning guidance to managers and planners to ensure they collect, use, and report program analysis data in a manner consistent with applicable state, and federal requirements. Requires extensive knowledge of federal standards and extensive knowledge of current state services and information resources available within the MDT and at other agencies. Maintain updated status on projects and reports to the Commission, Legislature, and Governor

20. Monitors research and analysis, grant and fiscal administration, and program management systems and procedures to ensure the overall quality, compliance, and cost-effectiveness of program operations and services. Develops quality assurance methods and procedures to ensure the integrity of procedures and results. Manages development of associated business processes, and implementation of innovative technology based applications.
21. Directs planning sessions with other Division management and develops proposals for projects including both internal and external stakeholders to ensure project objectives and deadlines are met within existing resource parameters. This includes directing development of Division program objectives, and resource requirements from MDT staff and other agencies; developing, negotiating, and finalizing and overseeing work plans; and developing timelines, outcomes, and scope of services for projects
22. Manage and facilitate MDT participation in multi-jurisdiction interaction for both internal and externally initiated activities.
23. Select, monitor, and manage consultants working on planning projects. Monitor relevant files, reports, and overall performance by conducting periodic quality assurance reviews of work. This involves reviewing random samples of work and could involve on-site field reviews to spot-check, and scheduled reviews. Ensure compliance with all terms and conditions of individual contracts/agreements, as well as application of appropriate analytical and evaluation steps.
24. Develop objectives and determines procedures necessary for research, data collection, analysis, and reporting
25. Perform Quality Control and Quality Assurance of work products and services of others to ensure satisfactory completion..
26. Determine Division training needs through analysis of program effectiveness, new technology and policies, and staff performance. Prepares, presents, or arranges training through coordination with Division Administrator, managers, human resource specialist, training offices, or outside consultants to ensure that the most current laws and practices are presented. Ensures consistency in the application of training opportunities for all staff.
27. Make presentations at public meetings, citizen group meetings and conferences. Communicates regularly in writing and verbally with other bureaus, District staff, other agencies, Tribal representatives and local officials about planning related issues and technical matters. Attend meetings and represents the Division.

B. Mentoring and Team Building 10%

1. Facilitate and solicit input from other Division or agency staff and continually monitor state, federal and Department processes and requirements to identify and make recommendations to Administrator on necessary program or procedure changes to ensure compliance with state and federal regulations.
2. Represent, communicate and defend Department position/policies in various settings. Moderate and resolve conflicts while negotiating consensus among different interests, objectives and points of views.
3. Provide guidance and direction to other project managers/leads throughout the Division to resolve problems using best practices and established methods to isolate and resolve problems.

4. Develop relationships with key areas within MDT to better understand business practices, needs and processes; procurement procedures; MDT and state policies; etc.
5. Act as the liaison between the business unit and IT on medium to large projects. Assist and support project management through all phases of development and implementation. Assist with application support, write detailed business requirements for system changes and enhancements.
6. May moderate and/or participate in multi-agency conferences/meetings/ on behalf of agency including development of the program and presenting material related to the agency position.

C. Other Duties as Assigned 10%

1. This position performs a variety of other duties as assigned by the Administrator in support of the Department mission and Division objectives. This includes exchanging information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; managing special projects, participating in ongoing processes, and performing a variety of other duties as directed.

Supervision

If this incumbent supervises others, please list each employee supervised and the position number:

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

List physical aspects of the job, including frequency and duration, and environmental factors an incumbent can expect in this position. You may also access the State of Montana Safety Program, the Return to Work Program, and other Resources.

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to project locations, and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines

- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

Knowledge, Skills and Abilities (Behaviors):

List the knowledge, skills and abilities (behaviors) typically required for the first day of work. You may also list preferred knowledge, skills and abilities.

KNOWLEDGE:

The position requires extensive knowledge of the theories, methods and techniques of transportation planning and program administration, policy analysis and development, and business process development and documentation. This includes knowledge of project management activities including work breakdown structures, budgeting, and detailed project plans; State and Federal budget processes; public administration; professional research and analytical methods; statistical evaluation; Federal and State transportation laws and regulations; financial management; public involvement laws and methodologies; the relationship between transportation and the social, economic, land use, visual, aesthetic and environmental aspects in Montana; federal transportation program structure, funding distribution, and legislative process; the basic principles of highway engineering and non-highway and alternative modes of transportation; the structure and responsibilities of the divisions and field offices of the Montana Department of Transportation; project planning and management; organizational theory, and grant and contract administration.

SKILLS:

The position requires strong analytical skills, ability to read and interpret complex documents and laws, rules and regulations; skills in budgeting, program management, developing specialized research methods and analytical processes; developing and administering a variety of projects and functions; applying analysis and judgment in arriving at solutions to difficult research problems; communication, facilitation, and negotiation with broad audiences; establishing and maintaining effective working relationships; development and implementation of performance measures; synthesizing complex information in the development and application of professional theories and innovative solutions, and developing and administering a variety of diverse programs.

The position requires the ability to communicate clearly, verbally and in writing, with a wide variety of people in a broad variety of settings. The incumbent must have the ability to think strategically, understand needs, and then execute quickly or adjust plans to meet agency/division needs. The incumbent must have the ability to provide technical assistance on complex policy or regulatory issues in a simple, straight forward manner. The incumbent must have the ability to build consensus within groups, across divisions, and with external stakeholders on controversial issues that often have competing interests and objectives. The incumbent must demonstrate a consultative and collaborative style with ability to influence and impact people not in a direct reporting role and/or at higher organizational levels. The incumbent must be able to establish and maintain effective working relationships with all department personnel, other state agencies and the public.

The incumbent must have the ability to perform in a busy, changing, multi-tasking work environment; ability to work with a high degree of autonomy; and ability to interact effectively with employees and managers at all levels of the Department.

Minimum Qualifications (Education and Experience):

List the required education and experience required for the first day of work, including alternative methods of acquiring minimum qualifications

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Business or Public Administration (Finance, Management, Economics, Accounting, Statistics, Mathematics, or Marketing) or Organizational Development, Transportation Planning, Policy or a related field. A Master's Degree in Business Administration or Transportation Planning/Policy is also desirable.

This position requires a minimum of 5 years of work related experience.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| Union Code | Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Project Management Specialist
Pay Band: 7

Job Code Number: 131857

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Renae Lang

Workforce Planning Manager

5/22/2018

Signature

Title

Date